



CPAD BOARD REGULAR MONTHLY MEETING – SEPTEMBER 28, 2020
MINUTES

FACE TO FACE MEETINGS ARE SUSPENDED UNTIL FURTHER NOTICE DUE TO COVID 19
MEETING TO BE REMOTELY BROADCAST
PHONE AND/OR VIDEO PHONE COORDINATES TO FOLLOW

Directors: Burl Skaggs (President), Glenn Gordon, Knud Kirkegaard, Terry Bohlen, Joe Fuller

1) 7:00PM Call to Order/Roll Call *Called to Order at 7:01PM*

TB_P_JF_A_GG_P_KK_P_BS_P_ (P-Present, A-Absent)

5 Public attended

2) PLEDGE OF ALLEGIENCE

3) ADOPTION OF AGENDA

1. MOTION to adopt Agenda for September 28, 2020 Regular Meeting of the Board of Directors

Added adoption of the September 14, 2020 Special Meeting Minutes

Added contingency plan status

Motion: KK Second: TB

TB_Y_JF_A_GG_Y_KK_Y_BS_Y_ (Y-YES, N-NO, A-Abstain, /-Absent)

Adopted with additions noted above

4) ADOPTION OF MINUTES

2. MOTION to adopt Minutes from August 24, 2020 Regular Meeting

Motion: BS Second: KK

TB_Y_JF_A_GG_Y_KK_Y_BS_Y_ (Y-YES, N-NO, A-Abstain, /-Absent)

3. MOTION to adopt Minutes from September 14, 2020 Special Meeting

Motion: KK Second: BS

TB_Y_JF_A_GG_Y_KK_Y_BS_Y_ (Y-YES, N-NO, A-Abstain, /-Absent)

5) COMMITTEE REPORTS:

- a) FINANCE REPORT Director Kirkegaard
Balance Sheet dated June 30 reviewed. Another property owner requested Bond Payoff (about \$5,550), Airport Balance Sheet dated June 30 reviewed, Final Profit & Loss Statement July 2019-June 2020 reviewed. Profit & Loss July-August 2020 reviewed.
- b) AIRPORT MANAGER REPORT Manager Cooksy
*Airport Manager's Report included in Board package and briefly reviewed by the Manager
Director Skaggs noted that the person involved in the RV low pass at about 50 feet, full power, and landed at the end of the displaced threshold will be contacted as N number is known.
Director Gordan noted that there have been two RV incidents of landing at night.
PLASI use during the day request was approved by Caltrans. System installed to auto turn off PLASI at night.*
- c) UPDATE ON PROCUREMENT AND CONTRACTS none to report
No contracts in this period
- d) VOLUNTEER SERVICE REPORT Director Skaggs
*July-84 hours September-75.5 +
August- 114 hours*

6) PUBLIC FORUM/PUBLIC COMMENT: Only items that are within the jurisdiction of CPAD will be considered. Statements from the floor will be heard during public forum/public comment; public comments are limited to one 5-minute comment per person per topic. Requests requiring board action will be referred to staff and brought on the next appropriate agenda.

No public comments

7) OLD BUSINESS:

- a) OBSTRUCTION MITIGATION EFFORTS | REGULAR UPDATE Director Skaggs
*Results of Caltrans re-inspection conducted August 20, 2020.

Letter sent to Caltrans that showed we met the critical items previously identified; however, Caltrans wanted a physical inspection, but COVID delayed it. Inspection was conducted on August 20 and Caltrans spent about an hour doing so. Report letter from Caltrans requires that all items be addressed. Work as begun to address remaining items. Contracts needed are nine for off airport/airpark properties and three airpark residents. Letter will be sent out in few days after this Board meeting. Noted that trees on Bureau of Land Management land may be an issue. Director Skaggs showed letter and photos.*
- b) CARES Act: Current Status & Process Director Skaggs
*Direct communication with the FAA SFO ADSO manager indicates they have identified several areas of incorrect information in their data for Cameron Park Airport. Schedule for corrections not known by us. This data must be corrected to enable eventual fund reimbursement.

No updated with FAA. Manager Cooksy in contact with Laurie Suttmeier, Manager FAA.SFO Airports District Office.*

8) NEW BUSINESS:

- a) Reminder to follow Airman’s Information Manual for operation at non-towered airports, especially communications.
- b) Contingency plan status for aircraft evacuation - *Director Bohlen reported contact was made with the Mather Airport Management. Meeting is TBD*

c) Resolution 20-08: Adoption of Documents

Director Skaggs

MOTION to approve Resolution 20-08 adopting the listed documents

Review of Policy 2.1 Rules – Dave Becker, CPAD Counsel, requested that he have an opportunity to review the airport boundary definition off-line. Board agreed to defer adopting.

Volunteer Activity Tracking – Reviewed

Motion: BS Second: TB

TB__Y__ JF__A__ GG__Y__ KK__Y__ BS__Y__ (Y-YES, N-NO, A-Abstain, /-Absent)

Volunteer Activity Tracking adopted

Review of Gate Access Control Policy – Director Skaggs reviewed, #9 – fee for gate card; Manager Cooksy suggested that is be reviewed by the Finance Committee for what other airports do. Requested to explore gate control via phone app for Mira Loma and residential gates. Adoption of policy deferred. Action to send to Finance Committee for review.

- d) Capital Equipment Acquisition Proposals Manager Cooksy and Director Kierkegaard

Consideration of acquiring a vehicle for on-airport utility use –

Request for UTV to pull self-powered mower deck and other airport use (replaces golf cart) Alternate discussed; Tractor, about \$15K. Pulling with truck ineffective as driver cannot see the mower deck and can go slow enough without riding brakes, need to go 3 to 5 mph. Question as to if there is money. Motion suggested to agree on UTV concept. Director Gordon noted that due diligence is needed to properly spend the money. Renting vs purchase discussed. Suggested added Return on Investment (ROI) on project request form. Address at the next Board Meeting or call Special Board Meeting if/when CARES Act money is received. Noted that FOCA is not helping.

Action: Infrastructure and Finance Committee to develop ROI, explore funding possibilities, and develop recommendations for Board.

Upgrade of onsite credit card hardware at fuel island

EMV complainant credit card system project requested discussed.

Action: Do simple table in request form. Get more information on QT Pods as alternate. Infrastructure and Finance Committee recommend how to fund to Board

- e) Review latest revision of Storage Project plans and possible airport impact.

Latest plan revision appears to meet Part 77. Developer has not responded to ramp access from airport issue. No answer from CalFire. Discussed blocking or removing access. Director Skaggs

suggested clarification letter. Counsel (Dave Becker) to draft letter to send to planner to put developer on notice that there is not gate access from the airport.

9) **ADJOURNMENT** *Adorned at 9:35PM*

NEXT REGULAR MEETING: October 26, 2020